

Working Capital Funds

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
WORKING CAPITAL		ALL	618-675-658-610
<u>WORKING CAPITAL FUND SUMMARY PAGE</u>			
<u>Account Classification</u>	<u>Actual 1977</u>	<u>Budget 1978</u>	<u>Budget 1979</u>
Personal Services	\$ 946,678	\$1,098,457	\$1,213,216
Contractual Services	565,349	775,105	610,337
Commodities	1,565,111	1,515,207	1,716,809
Capital Outlay	949,696	923,702	943,972
Add: Depreciation/Inventory	513,940	645,000	761,196
Contingency/Reserve	--	226,136	275,484
Administrative Charges	<u>31,462</u>	<u>31,462</u>	<u>31,462</u>
Sub-Total	\$4,572,236	\$5,215,069	\$5,552,476
Reimbursed Expenditures	<u>(2,912)</u>	<u>--</u>	<u>--</u>
TOTAL	\$4,569,324	\$5,215,069	\$5,552,476
<u>Division</u>	<u>Actual 1977</u>	<u>Budget 1978</u>	<u>Budget 1979</u>
Equipment Fund	\$1,780,225	\$1,932,453	\$2,112,074
Stationery Stores & Duplicating	729,238	752,163	901,969
Official Motor Pool	1,124,077	1,231,989	1,289,400
Central Data Processing	<u>938,696</u>	<u>1,298,464</u>	<u>1,249,033</u>
Sub-Total	\$4,572,236	\$5,215,069	\$5,552,476
Reimbursed Expenditures	<u>(2,912)</u>	<u>--</u>	<u>--</u>
TOTAL	\$4,569,324	\$5,215,069	\$5,552,476

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
WORKING CAPITAL	PUBLIC WORKS	EQUIPMENT FUND	618-76-265-50000

EQUIPMENT MOTOR POOL SUMMARY PAGE

<u>EXPENDITURES</u>	<u>Actual 1977</u>	<u>Budget 1978</u>	<u>Budget 1979</u>
Personal Services	\$ 282,535	\$ 352,735	\$ 383,343
Contractual Services	17,277	16,030	19,773
Commodities	568,451	545,377	628,334
Capital Outlay	<u>390,386</u>	<u>418,115</u>	<u>349,172</u>
Sub-Total	\$1,258,649	\$1,332,257	\$1,380,622
Less: Reimbursed Expenditures	(2,830)		
Add: Administrative Charges	17,735	17,735	17,735
Inventory Purchases	503,841	582,461	690,707
Equipment Reserve Fund	<u>--</u>	<u>--</u>	<u>23,010</u>
TOTAL EXPENDITURES	\$1,777,395	\$1,932,453	\$2,112,074
 <u>REVENUES</u>			
Unencumbered Cash Balance, January 1	\$ 260,119	\$ 103,087	\$ --
Rental Revenue	1,130,602	1,243,633	1,373,460
Sale of Services and Supplies	16,561	25,000	30,735
Inventory Sales	473,030	535,733	687,879
Other Revenue	<u>170</u>	<u>25,000</u>	<u>20,000</u>
Total Revenue	\$1,620,363	\$1,829,366	\$2,112,074
Total Revenues and Cash Balance	\$1,880,482	\$1,932,453	\$2,112,074
Less: Expenditures	(\$1,777,395)	(\$1,932,453)	(\$2,112,074)
Unencumbered Cash Balance, December 31	\$ 103,087	\$ --	\$ --

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
WORKING CAPITAL	PUBLIC WORKS	MAINTENANCE (EQUIPMENT FUND)	618-76-256-50000
BUDGET COMMENTS			
<p>The 1979 budget for this activity reflects an increase of 9.3% over 1978 budgeted expenditures.</p> <p>Personal Services have increased by 8.7% due to merit increases and the salary improvement.</p> <p>Contractual Services have increased by \$3,743 or 23.3% over 1978 levels. Account 295 contains \$16,050 for CDP charges.</p> <p>Commodities show a substantial 15% increase due primarily to additional fuel costs and increases in the cost of repair parts owing to inflation.</p>			
ACCOUNT CLASSIFICATION	ACTUAL 1977	BUDGET 1978	BUDGET 1979
PERSONAL SERVICES			
110 Salaries & Wages	\$ 282,535	\$ 352,735	\$ 383,343
120 Employee Claims	--	--	--
TOTAL PERSONAL SERVICES	\$ 282,535	\$ 352,735	\$ 383,343
CONTRACTUAL SERVICES			
210 Utilities	\$ --	\$ --	\$ --
220 Communications	2,208	--	1,753
230 Transportation	--	--	500
240 Advertising	19	--	40
250 Insurance	1,000	1,000	1,400
260 Dues and Subscriptions	27	30	30
270 Professional Services	38	--	--
280 Maint. of Bldgs & Improvements	--	--	--
290 Maintenance of Equipment	--	--	--
295 Other Contractual Services	13,985	15,000	16,050
TOTAL CONTRACTUAL SERVICES	\$ 17,277	\$ 16,030	\$ 19,773
COMMODITIES			
310 Office Supplies	\$ 3,082	\$ 2,200	\$ 3,000
320 Clothing and Linen	518	575	600
330 Food, Drugs & Chemicals	50	--	50
340 Opr. Supplies - Buildings & Improvements	393	400	400
350 Repair Parts - Buildings & Improvements	215	400	200
360 Operating Supplies - Equipment	195,949	189,750	210,000
370 Repair Parts - Equipment	364,269	348,052	410,084
380 Operating Supplies - Construction	9	--	--
390 Minor Apparatus and Tools	3,966	4,000	4,000
395 Other Commodities	--	--	--
TOTAL COMMODITIES	\$ 568,451	\$ 545,377	\$ 628,334
CAPITAL OUTLAY			
410 Land	\$ --	\$ --	\$ --
420 Buildings	--	--	--
430 Improvements Other Than Bldgs.	--	--	--
440 Office Equipment	--	--	--
450 Vehicular Equipment	331	278,744	249,172
460 Operating Equipment	390,055	139,371	100,000
470 Other Capital Outlay	--	--	--
TOTAL CAPITAL OUTLAY	\$ 390,386	\$ 418,115	\$ 349,172
SUB-TOTAL	\$1,258,649	\$1,332,257	\$1,380,622
Add: Administrative Charges	\$ 17,735	\$ 17,735	\$ 17,735
Inventory Purchases	503,841	582,461	690,707
Equipment Reserve Fund			23,010
Less: Reimbursed Expenditures	(2,830)		
GRAND TOTAL	\$1,777,395	\$1,932,453	\$2,112,074

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
WORKING CAPITAL	PUBLIC WORKS	EQUIPMENT FUND	618-76-265-50000

WORK PROGRAM

It is the responsibility of this division to purchase, repair, and maintain equipment for the various operating divisions of the Public Works Department.

Personnel work in two shifts and thus provide continuous maintenance service. Equipment in the Fund in 1979 includes the following:

Cars, Station Wagons	11	Loaders	12
Vans	26	Road Graders	9
Pick-up Trucks	40	Misc. Motorized Equipment	199
Tractors	34	Misc. Non-Motorized Equipment	85
Cranes	3		
Trucks	108	Total Pieces of Equipment	527

POSITION TITLE	EMPLOYEES			RANGE	BUDGET	BUDGET
	BUDGET 1977	BUDGET 1978	BUDGET 1979		1978	1979
Equipment Maintenance Supervisor	1	1	1	1314-1734	\$ 19,178	\$ 19,516
Chief Mechanic	3	3	3	1056-1314	41,204	45,879
Administrative Aide II	1	1	1	948-1244	13,627	14,925
Automotive Mechanic	12	15	15	898-1177	168,367	186,237
Storekeeper III	1	1	1	851-1115	12,168	13,378
Storekeeper II	2	2	2	766-1000	18,248	21,234
Automotive Service Worker	6	6	6	726-851	50,787	56,689
Sub-Total	26	29	29		\$323,579	\$357,858
Add: Longevity					5,080	4,948
Amount charged from Street Maintenance					12,964	13,881
Shift Differential					11,112	6,656
TOTAL					\$352,735	\$383,343
Full-Time Equivalent	26	29	29			
First Quarter						\$102,048
Second Quarter						88,462
Third Quarter						103,093
Fourth Quarter						89,740
TOTAL						\$383,343

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
WORKING CAPITAL	ADMINISTRATION	STATIONERY STORES/ PRINTING/GRAPHICS	675-40-900-501/ 502/503

STATIONERY STORES, PRINTING AND GRAPHICS WORKING CAPITAL FUND

	Actual 1977	Estimated 1978	Budget 1979
Unencumbered Cash Balance, January 1	\$ 88,248	\$100,644	\$ 30,844
<u>Revenues</u>			
Total Sales and Clearing	524,944	446,115	447,398
Printing Services	203,144	159,197	342,173
Graphic Services	<u>11,497</u>	<u>14,681</u>	<u>15,554</u>
Sub-Total	\$739,585	\$619,993	\$805,125
Contingent Revenues	<u> --</u>	<u>62,370</u>	<u>66,000</u>
Total Revenue	\$739,585	\$682,363	\$871,125
Total Revenue and Cash Balance	\$827,833	\$783,007	\$901,969
<u>Expenditures</u>			
Stores and Clearing Operations	\$543,732	\$497,496	\$581,467
Printing Operations	170,452	177,616	238,948
Graphics Operations	<u>13,005</u>	<u>14,681</u>	<u>15,554</u>
Sub-Total	\$727,189	\$689,793	\$835,969
Contingent Operations	<u> --</u>	<u>62,370</u>	<u>66,000</u>
Total Expenditures	\$727,189	\$752,163	\$901,969
Unencumbered Cash Balance, December 31	\$100,644	\$ 30,844	\$ --

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
WORKING CAPITAL	ADMINISTRATION	STORES/PRINTING/GRAPHICS	675-40-900- 50010/50020/50030

BUDGET COMMENTS

The 1979 adopted budget for the Stationery Stores, Printing, and Graphics working capital activities shows a \$149,806 increase of which \$59,518 is contingent upon offsetting Revenues.

Personal Services have increased \$8,548 (13.4 percent), due to merit salary increases and salary improvements.

Contractual Services have increased \$415. Account 295 contains \$300 for the rental cost of a postage meter.

Commodities have increased \$111,695 (23.8 percent). Account 360 has increased \$35,000 due to increased volume of in-house printing and increased costs of paper and supplies for printing and the copy machines. Account 385 has increased \$75,000, but is only a \$21,000 increase over the 1977 actual expenditures; this increase is due to higher telephone rates and increased photocopying expense.

Capital Outlay budgeted for 1979 includes \$22,000 to replace an obsolete printing press (Account-440), and inventory purchases (Account 480).

ACCOUNT CLASSIFICATION	ACTUAL 1977	BUDGET 1978	BUDGET 1979
PERSONAL SERVICES			
110 Salaries & Wages	\$ 57,402	\$ 63,903	\$ 72,451
120 Employee Claims	--	--	--
TOTAL PERSONAL SERVICES	\$ 57,402	\$ 63,903	\$ 72,451
CONTRACTUAL SERVICES			
210 Utilities	\$ --	---	--
220 Communications	287	360	470
230 Transportation	--	95	100
240 Advertising	--	15	15
250 Insurance	--	--	--
260 Dues and Subscriptions	--	--	--
270 Professional Services	7	--	--
280 Maint. of Bldgs & Improvements	--	--	--
290 Maintenance of Equipment	--	--	--
295 Other Contractual Services	98	--	300
TOTAL CONTRACTUAL SERVICES	\$ 392	\$ 470	\$ 885
COMMODITIES			
310 Office Supplies	\$ 853	\$ 1,750	\$ 1,750
320 Clothing and Linen	212	365	400
330 Food, Drugs & Chemicals	--	--	--
340 Opr. Supplies - Buildings & Improvements	--	--	1,500
350 Repair Parts - Buildings & Improvements	--	--	--
360 Operating Supplies - Equipment	139,817	140,000	175,000
370 Repair Parts - Equipment	571	2,590	2,750
385 Purchases for Clearing	379,027	325,000	400,000
390 Minor Apparatus and Tools	3	25	25
395 Other Commodities	--	--	--
TOTAL COMMODITIES	\$520,483	\$469,730	\$581,425
CAPITAL OUTLAY			
410 Land	\$ --	\$ --	\$ --
420 Buildings	--	--	--
430 Improvements Other Than Bldgs.	--	--	--
440 Office Equipment	--	--	--
450 Vehicular Equipment	--	--	--
460 Operating Equipment	--	--	22,000
470 Other Capital Outlay	145,522	150,000	160,000
TOTAL CAPITAL OUTLAY	\$145,522	\$150,000	\$182,000
SUB-TOTAL	\$723,799	\$684,103	\$836,761
500 Administrative charges	\$ 3,390	\$ 3,390	\$ 3,390
511 Other Capital Outlay Depreciation	2,049	2,300	2,300
Contingent Operations	--	62,370	59,518
GRAND TOTAL	\$729,238	\$752,163	\$901,969

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
WORKING CAPITAL	ADMINISTRATION	STORES/PRINTING/GRAPHICS	675-40-900-50010/ 50020/50030

WORK PROGRAM

These services are administered by the Purchasing Division of the Department of Administration as financially self-sustaining operations. The goal of these activities is to promptly provide all departments with office supplies, printing services, mailroom service, photocopying and graphic design services at the most economical possible cost. These activities are also responsible for accurately billing individual divisions for appropriate telephone services and for photocopying machine usage, and for producing employee photo identification cards.

In addition to the employees listed below, this budget funds one-half of an Administrative Aide II position and one Clerk II position listed in the Purchasing Division budget, and one Graphic Designer listed in the Metropolitan Area Planning Department budget.

POSITION TITLE	EMPLOYEES			RANGE	BUDGET	BUDGET
	BUDGET	BUDGET	BUDGET		1978	1979
	1977	1978	1979		1978	1979
Print Shop Supervisor	0	1	1	1000-1314	\$14,423	\$15,768
Duplicating Shop Supervisor	1	0	0	--	--	--
Printing Press Operator II	0	1	1	807-1056	10,412	12,156
Printing Press Operator I	0	1	1	765-1000	8,560	9,808
Duplicating Machine Operator	2	0	0	--	--	--
Varitypist	1	0	0	--	--	--
Sub-Total	4	3	3		\$33,395	\$37,732
Add: Longevity					461	509
Amount Charged From:						
Purchasing Division (Stores)					15,366	17,253
Metropolitan Planning Dept. (Graphics)					<u>14,681</u>	<u>16,957</u>
TOTAL					\$63,903	\$72,451
Full-Time Equivalent	4	3	3			
First Quarter						\$19,326
Second Quarter						16,596
Third Quarter						19,485
Fourth Quarter						<u>17,044</u>
TOTAL						\$72,451

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
WORKING CAPITAL	POLICE	OFFICIAL MOTOR POOL	658-72-480-50000

OFFICIAL MOTOR POOL SUMMARY PAGE			
<u>Expenditures</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
<u>Account Classification</u>	<u>1977</u>	<u>1978</u>	<u>1979</u>
Personal Services	\$ 217,929	\$ 240,024	\$ 266,884
Contractual Services	57,943	50,445	54,400
Commodities	428,281	442,400	447,200
Capital Outlay	<u>401,537</u>	<u>355,587</u>	<u>412,800</u>
Sub-Total	\$ 1,105,690	\$ 1,088,456	\$ 1,181,284
Add:			
Administrative charges	\$ 10,337	10,337	10,337
Equipment Improvement Fund	<u>--</u>	<u>72,957</u>	<u>29,590</u>
Total Motor Pool	\$ 1,116,027	\$ 1,171,750	\$ 1,221,211
Helicopter Parts	8,050	20,000	20,000
Reserve for Helicopter Purchase	<u>--</u>	<u>40,239</u>	<u>48,189</u>
Total Expenditure	\$ 1,124,077	\$ 1,231,989	\$ 1,289,400

FUND SUMMARY OF REVENUES AND EXPENDITURES			
<u>Revenues</u>			
Unencumbered Cash Balance Jan. 1	\$ 318,393	\$ 225,330	\$ 117,136
Equipment Rental - Police	742,840	753,540	694,380
Kansas Dept. of Transportation	--	58,000	62,725
Equipment Rental - Health	107,240	113,940	118,980
Equipment Rental - Other	<u>107,371</u>	<u>111,960</u>	<u>112,920</u>
Total Rental Revenue	\$ 957,451	\$ 1,037,440	\$ 989,005
Car Washing	368	300	300
Turnpike Charges	1,730	1,700	1,700
Sale of Waste Oil	46	20	20
Sale of Property not Useful to City	359	2,730	56,500
Gas & Oil	36,133	38,000	38,000
Property Damages	17,388	25,000	25,000
Reimbursed Expenditures	<u>454</u>	<u>1,500</u>	<u>1,500</u>
Total Other Revenue	\$ 56,478	\$ 69,250	\$ 123,020
Helicopter Depreciation	\$ 17,105	\$ 17,105	\$ --
Reserve Contingent on Under-expenditure	<u>--</u>	<u>--</u>	<u>60,239</u>
Total Revenues	\$ 1,031,014	\$ 1,123,795	\$ 1,172,264
Total Revenues & Cash Balance	\$ 1,349,407	\$ 1,349,125	\$ 1,289,400
Less: Expenditures	<u>\$ 1,124,077</u>	<u>\$ 1,231,989</u>	<u>\$ 1,289,400</u>
Unencumbered Cash Balance Dec. 31	\$ 225,330	\$ 117,136	\$ --

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FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
WORKING CAPITAL	POLICE	OFFICIAL MOTOR POOL	658-72-480-50000

BUDGET COMMENTS

The 1979 adopted budget for the Official Motor Pool shows an increase of \$57,411 or 4.7% over the 1978 budget of \$1,231,989. Significant changes from 1978 are as follows:

The Personal Services account shows an increase of \$26,860 or 11.2% over 1978. This increase is due mainly to the salary improvement and an organization change. The number of positions remains the same but two positions were reclassified to Automotive Mechanic Supervisor and two Helper positions were reduced to Worker positions. The amount charged from the Police General Fund has increased \$3,460.

The Contractual Services accounts have increased \$3,955 or 7.8% due to inflationary factors. Account 295 consists of \$35,000 for rent on the parking garage and shop area and \$3,000 for turnpike charges.

The Commodity accounts show a slight increase of \$4,800 or 1.1%. Account 360 has decreased slightly due to the use of compact vehicles in the Police patrol fleet and the reduction of seven Police vehicles.

The Capital Outlay accounts have increased \$57,213 with Account 450 being used to replace existing fleet vehicles. Account 460 contains \$6,000 for the following items: Tire repair machine - \$1,500; arc welder - \$1,500; and two gas pumps - \$3,000.

ACCOUNT CLASSIFICATION	ACTUAL 1977	BUDGET 1978	BUDGET 1979
PERSONAL SERVICES			
110 Salaries & Wages	\$ 217,929	\$ 240,024	\$ 266,884
120 Employee Claims	--	--	--
TOTAL PERSONAL SERVICES	\$ 217,929	\$ 240,024	\$ 266,884
CONTRACTUAL SERVICES			
210 Utilities	\$ 17,381	\$ 9,500	\$ 12,200
220 Communications	1,234	1,270	1,400
230 Transportation	851	1,000	1,000
240 Advertising	20	150	100
250 Insurance	1,321	1,525	1,600
260 Dues and Subscriptions	(165)	100	100
270 Professional Services	11	--	--
280 Maint. of Bldgs & Improvements	--	--	--
290 Maintenance of Equipment	--	--	--
295 Other Contractual Services	37,290	36,900	38,000
TOTAL CONTRACTUAL SERVICES	\$ 57,943	\$ 50,445	\$ 54,400
COMMODITIES			
310 Office Supplies	\$ 1,043	\$ 2,100	\$ 1,500
320 Clothing and Linen	1,855	2,100	2,000
330 Food, Drugs & Chemicals	--	--	--
340 Opr. Supplies - Buildings & Improvements	600	500	250
350 Repair Parts - Buildings & Improvements	331	800	400
360 Operating Supplies - Equipment	354,181	388,900	387,500
370 Repair Parts - Equipment	68,352	45,000	53,050
380 Operating Supplies - Construction	---	1,000	500
390 Minor Apparatus and Tools	1,919	2,000	2,000
395 Other Commodities	--	--	--
TOTAL COMMODITIES	\$ 428,281	\$ 442,400	\$ 447,200
CAPITAL OUTLAY			
410 Land	\$ --	\$ --	\$ --
420 Buildings	2,036	4,960	28,000
430 Improvements Other Than Bldgs.	--	--	--
440 Office Equipment	943	600	--
450 Vehicular Equipment	376,935	344,027	378,800
460 Operating Equipment	21,623	6,000	6,000
470 Other Capital Outlay	--	--	--
TOTAL CAPITAL OUTLAY	\$ 401,537	\$ 355,587	\$ 412,800
SUB-TOTAL	\$1,105,690	\$1,088,456	\$1,181,284
Add: Administrative Charges	\$ 10,337	\$ 10,337	\$ 10,337
50030-450 - Equipment Improvement Fund	--	72,957	29,590
Motor Pool Total	\$1,116,027	\$1,171,750	\$1,221,211
50010-370 - Helicopter Parts	8,050	20,000	20,000
50020-460 - Reserve for Helicopter Equipment Purchase	--	40,239	48,189
GRAND TOTAL	\$1,124,077	\$1,231,989	\$1,289,400

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
WORKING CAPITAL	POLICE	OFFICIAL MOTOR POOL	658-72-480-50000

WORK PROGRAM

The Official Motor Pool is responsible for all maintenance, servicing and scheduling of re-placements for all City vehicles within its jurisdiction. Included are 157 Police vehicles, 69 Health Department vehicles and 91 vehicles assigned to various other departments and divisions for a total of 317 vehicles. This total includes 14 vehicles added to the Police Department for a special traffic enforcement program financed by a federal grant. This fleet of vehicles consists of 261 autos, 11 pickups, 18 vans, 6 jeeps, 8 three-wheel scooters, 12 station wagons and 1 winch truck.

As a result of being responsible for police vehicles, in addition to a full maintenance and servicing program for all vehicles, it is also necessary that fueling and minor servicing be provided 24 hours per day every day of the year.

The Motor Pool provides for full servicing and maintenance of all vehicles including body repairs with a very small amount of repairs having to be sent out.

POSITION TITLE	EMPLOYEES			RANGE	BUDGET	BUDGET
	BUDGET 1977	BUDGET 1978	BUDGET 1979		1978	1979
Motor Pool Administrator	0	1	1	1314-1734	\$ 19,178	\$ 20,808
Chief Mechanic	1	1	1	1056-1314	14,423	15,768
Auto Mechanic Supervisor	0	0	2	1000-1244	--	27,595
Automotive Mechanic	6	6	6	948-1177	76,901	84,770
Automotive Mechanic Helper	7	7	3	807-948	69,197	33,542
Storekeeper II	0	1	1	766-1000	8,820	10,367
Automotive Service Worker	1	0	2	726-851	--	17,904
Account Clerk I	0	1	1	689-898	9,368	10,583
Clerk II	<u>1</u>	<u>0</u>	<u>0</u>	--	--	--
					\$197,887	\$221,337
ADD: Longevity					3,246	3,196
Shift Differential					2,080	2,080
Overtime					<u>1,600</u>	<u>1,600</u>
Sub-Total	16	17	17		\$204,813	\$228,213
ADD: Amount Charged from Police Staff & Support Service Division Health Motor Pool					31,011 <u>4,200</u>	34,471 <u>4,200</u>
TOTAL	16	17	17		\$240,024	\$266,884
First Quarter						\$ 71,525
Second Quarter						61,383
Third Quarter						72,059
Fourth Quarter						<u>61,917</u>
TOTAL						\$266,884

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
WORKING CAPITAL	ADMINISTRATION	CENTRAL DATA PROCESSING	610-40-740-50000

CENTRAL DATA PROCESSING WORKING CAPITAL FUND

	<u>Actual 1977</u>	<u>Estimated 1978</u>	<u>Budget 1979</u>
Unencumbered Cash Balance, January 1	\$ 223,033	\$ 327,778	\$ 179,745
<u>Revenues</u>			
Data Processing Services	\$1,042,844	\$1,059,122	\$ 905,422
Other	<u>515</u>	<u>500</u>	<u>500</u>
Sub-Total	\$1,043,359	\$1,059,622	\$ 905,922
Contingent Data Processing Services	<u>--</u>	<u>90,809</u>	<u>163,366</u>
Total Revenues	\$1,043,359	\$1,150,431	\$1,069,288
Total Revenues and Cash Balance	\$1,266,392	\$1,478,209	\$1,249,033
<u>Expenditures</u>			
Operations	\$ 938,614	\$1,207,655	\$1,085,667
Contingent Operations	<u>--</u>	<u>90,809</u>	<u>163,366</u>
Total Expenditures	\$ 938,614	\$1,298,464	\$1,249,033
Unencumbered Cash Balance, December 31	\$ 327,778	\$ 179,745	\$ -0-

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
WORKING CAPITAL	ADMINISTRATION	CENTRAL DATA PROCESSING	610-40-740-50000
BUDGET COMMENTS			
<p>The 1979 adopted budget has decreased \$49,431 (3.8 percent), due to purchase of equipment that had formerly been leased.</p> <p>Personal Services have increased \$48,743 (11.0 percent), due to the reclassification to higher pay ranges of various positions and to the salary improvement.</p> <p>Contractual Services have decreased \$172,881 (24.4 percent), due to purchasing equipment that had previously been leased. The increased allocation for Account 230 funds additional professional training necessitated by a high level of staff turnover during 1978. Funds in Account 270 provide for vendor systems analysis services, due to the recent experience with staff turnover. Account 295 funds lease and maintenance expense for dataprocessing hardware and software.</p> <p>Commodities have increased \$2,150 (3.6 percent) due to the net effect of economies and inflation.</p> <p>The Contingent Operations allocation has been increased \$72,557 (79.9 percent) to allow this division to provide additional or improved data processing services, or to compensate for presently unforeseen cost increases. Expenditures from this allocation must be offset by additional revenues.</p>			
ACCOUNT CLASSIFICATION	ACTUAL 1977	BUDGET 1978	BUDGET 1979
PERSONAL SERVICES			
110 Salaries & Wages	\$388,812	\$ 441,795	\$ 490,538
120 Employee Claims	--	--	--
TOTAL PERSONAL SERVICES	\$388,812	\$ 441,795	\$ 490,538
CONTRACTUAL SERVICES			
210 Utilities	\$ --	\$ --	\$ --
220 Communications	1,436	7,000	7,000
230 Transportation	5,053	6,325	10,825
240 Advertising	11	50	25
250 Insurance	--	--	--
260 Dues and Subscriptions	346	835	850
270 Professional Services	--	--	5,000
280 Maint. of Bldgs & Improvements	--	--	--
290 Maintenance of Equipment	--	--	--
295 Other Contractual Services	482,891	693,950	511,579
TOTAL CONTRACTUAL SERVICES	\$489,737	\$ 708,160	\$ 535,279
COMMODITIES			
310 Office Supplies	\$ 46,084	\$ 57,000	\$ 59,000
320 Clothing and Linen	--	--	--
330 Food, Drugs & Chemicals	--	--	--
340 Opr. Supplies - Buildings & Improvements	--	--	--
350 Repair Parts - Buildings & Improvements	1,100	--	--
360 Operating Supplies - Equipment	--	--	--
370 Repair Parts - Equipment	712	700	850
380 Operating Supplies - Construction	--	--	--
390 Minor Apparatus and Tools	--	--	--
395 Other Commodities	--	--	--
TOTAL COMMODITIES	\$ 47,896	\$ 57,700	\$ 59,850
CAPITAL OUTLAY	\$		
410 Land	\$ --	\$ --	\$ --
420 Buildings	3,520	--	--
430 Improvements Other Than Bldgs.	--	--	--
440 Office Equipment	8,731	--	--
450 Vehicular Equipment	--	--	--
460 Operating Equipment	--	--	--
470 Other Capital Outlay	--	--	--
TOTAL CAPITAL OUTLAY	\$ 12,251	\$ --	\$ --
SUB-TOTAL	\$938,696	\$1,207,655	\$1,085,667
Contingent Operations Reimbursements	(82)	90,809	163,366
GRAND TOTAL	\$938,614	\$1,298,464	\$1,249,033

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.			
WORKING CAPITAL	ADMINISTRATION	CENTRAL DATA PROCESSING	610-40-740-50000			
WORK PROGRAM						
<p>The Data Processing Division maintains and processes data for various City operating and staff departments, so that these departments can more efficiently and effectively deliver services to citizens. This division seeks to eliminate duplication of effort in recording and reporting of data.</p> <p>The central data processing facility is staffed 24 hours a day, seven days a week. The IBM 370-155-II central processing unit (CPU), associated disc and tape storage units, printers and other peripheral equipment at the central facility are linked to remote cathode ray display tubes (CRTs) and printers located in operating and staff departments, in order to allow operation of on-line, teleprocessing systems.</p>						
POSITION TITLE	EMPLOYEES			RANGE	BUDGET	BUDGET
	BUDGET 1977	BUDGET 1978	BUDGET 1979		1978	1979
Data Processing Director	1	1	1	1794-2531	\$ 25,541	\$ 29,457
Systems Analyst	5	6	6	1427-1899	114,931	125,842
Computer Programming Supervisor	1	0	0	--	--	--
Programmer/Analyst	0	0	5	1244-1640	--	91,189
Senior Programmer	5	5	0	--	76,843	--
Computer Operations Supervisor	1	1	1	1056-1389	15,266	15,022
Programmer	4	4	4	1000-1314	53,557	51,161
Computer Programmer Operator	3	3	0	--	33,247	--
Computer Machine Operator II	3	3	6	898-1177	33,011	74,342
Computer Machine Operator I	2	2	2	766-1000	20,011	20,128
Secretary	1	1	1	726-1000	10,458	9,079
Data Entry Operator II	0	0	2	689-898	--	20,464
Data Entry Operator I	0	0	5	654-851	--	46,026
Key Punch Operator II	1	2	0	--	18,370	--
Key Punch Operator I	5	4	0	--	32,437	--
Sub-Total	32	32	33		\$433,672	\$482,710
Add: Longevity					3,131	2,836
Shift Differential					4,992	4,992
Total					\$441,795	\$490,538
Full-Time Equivalent	32	32	33			
First Quarter						\$129,502
Second Quarter						112,824
Third Quarter						133,426
Fourth Quarter						114,786
TOTAL						\$490,538

